

## **Worksheet for Request to Renovate or Repair Real Property**

### **I. Determining the Absence of Other Options**

1. Has the Local Agency documented that the landlord will not renovate or repair the building as part of the rental agreement?
2. Has the Local Agency provided evidence to establish that there is insufficient State and/or local monies available to fund the cost of the proposed renovation or repair?
3. Has the Local Agency obtained at least three estimates in the process of determining the projected cost of the proposed renovation or repair?
4. Has the Local Agency examined the availability and cost of alternative sites that do not require renovation in the preparation of its request to renovate or repair a particular site?
5. How does the projected cost of renovation or repair compare to the cost of alternative rental space in the proposed area (over a 5-year period of time)? THE US Department of Housing and Urban Development (HUD) maintains statistics regarding the availability and cost of rental properties nationwide.

### **II. Determining the Acceptability of a Site**

1. Is the site centrally located in the area which it is intended to serve?
2. Is the site located in proximity to a hospital and/or local health agency? To public transportation?
3. Is the site large enough to house adequate staff and equipment to accommodate the number of participants it is anticipated to serve?
4. Does the site provide easy access for pregnant women, children, and handicapped persons?
5. Can the site handle the program's automation needs, (e.g. telephone lines, electrical outlets, and security)? Are the costs of any such upgrades included in the renovation cost?

6. Has a recent Management Evaluation identified the inadequacy of the site being proposed for renovation or repair?
7. Will the proposed renovation or repair address unsafe clinic conditions?

### **III. Determining WIC's Fair Share of Costs**

1. What programs or offices will be located in the area of the building to be renovated or repaired?
2. What methodology is being used to calculate each party's fair share of the projected renovation or repair cost? Does the methodology assign to WIC a portion of the cost reasonably commensurate with the benefit WIC receives from use of the space?

### **IV. Conditions for Final Approval**

Request for current fiscal year funds should be submitted to the FNS Regional Offices by July 1 to ensure consideration.

1. If the property is publicly owned, has the State agreed that in the event that the WIC Program vacates the facility that it will pay, from State monies, the Federal Government the non-depreciated value of the renovation/repair paid for with WIC Program funds?
2. If the property is privately owned, has the landlord agreed to extend the lease until the WIC program has received full benefit from the renovation, or amended the lease agreement to provide for a refund to the local agency of the dollar amount representing the portion of the renovation cost from which the local agency has as yet received no benefit?